



CITY OF CLARKSTON CONDITIONAL USE PERMIT APPLICATION

CONDITIONAL USE PERMIT APPLICATION PROCESS

The owner of property within the City, or his authorized agent, may apply for a Conditional Use Permit for the property. To be accepted for consideration, all required application forms and documentation must be complete. A checklist is included herein, specifying the required documentation comprising a complete application packet.

Conditional use permit requests shall be submitted and considered according to the following process:

1. Pre-application Meeting: Applicant shall schedule a pre-application meeting with the Planning & Development Manager to discuss the request and necessary documents, fees and schedules pertinent to the request.
2. Application Submittal: Applicant shall submit a complete application to the Planning & Development Department.
3. Initial Staff Review: Application will be distributed to appropriate city staff and/or consultant for review and comment. All staff and/or consultant comments will be submitted to the Planning & Development Department within 10 working days.
4. Re-Submittal: Upon receipt of staff comments, all comments will be consolidated into a single report for distribution to the applicant. The applicant shall revise the plans in accordance with the comments received and resubmit the plan to the Planning & Development Department.
5. Public Notice: The Planning & Development Department will prepare newspaper ads and property signs to assure proper notice of public hearings.
6. Staff Evaluation: A staff analysis report with a recommendation to the City Council will be prepared. In considering whether a proposed conditional use is in the public interest, the mayor and city council shall consider the following, among other relevant factors:
 - a. Whether the conditional use would be injurious to the use and enjoyment of the environment or of other property in the immediate vicinity or diminish and impair property values within the surrounding neighborhood;
 - b. Whether the proposed conditional use would increase local or state expenditures in relation to cost of servicing or maintaining neighboring properties;
 - c. Whether the establishment of the conditional use would impede the normal and orderly development of surrounding property for uses predominant in the area; and
 - d. Whether the location and character of the proposed conditional use would be consistent with a desirable pattern of development for the locality in general.
7. City Council: The City Council shall hold a public hearing on the application and make a decision on the request.



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CONDITIONAL USE PERMIT APPLICATION CHECKLIST

To be completed when accepting all conditional use applications. Checklist should be attached to the application. All documents are required prior to acceptance of the application.

Required Item	Requirements	Copies	Check/Initial
Application Fee	\$500.00 per request Check or Money Order		
Application Checklist	This application checklist must be submitted with application packet	1	
Application Form	Must be complete, including notarization as indicated	10	
Survey	Accurate, up-to-date certified survey of the property with metes and bounds shown. Existing thoroughfares; existing drainage areas; existing buildings, structures and facilities; existing utilities on or adjacent to the property; and ownership, zoning and uses of all property adjacent to or within 200 feet of the property should also be shown.	10	
Legal Description	Accurate written legal description of the property which matches the metes and bounds shown on the survey.	10	
Warranty Deed	A copy of the recorded Warranty Deed	10	
Lease Agreement	A copy of the lease agreement between the property owner and the applicant, if applicable. Lease must identify party responsible for reclamation of the property.	10	
Letter of Intent	A letter clearly stating the proposed use and development intent.	10	
Conceptual Site Plan	Conceptual site layout indicating the distinctions between the current and proposed site conditions. Should be drawn at a scale of at least 1:20.	10	
Architectural Drawings	Architectural renderings or photographs of the proposed building elevations are helpful, but not required unless the proposed zoning is being conditioned to architectural exhibits submitted.	10	

(For Office Use Only)

Total Amount Paid \$ _____ Check# _____ Money Order # _____ Received by: _____

Application checked by: _____ Date: _____

Pre-application meeting: _____ Date: _____



CITY OF CLARKSTON CONDITIONAL USE PERMIT APPLICATION

Date Received: _____

APPLICANT INFORMATION

APPLICANT NAME: _____

ADDRESS: _____

PHONE: _____ CELL: _____ FAX: _____

EMAIL ADDRESS: _____

OWNER INFORMATION (If different from Applicant)

OWNER NAME: _____

ADDRESS: _____

PHONE: _____ CELL: _____ FAX: _____

EMAIL ADDRESS: _____

PROPERTY INFORMATION (attach legal description)

ADDRESS: _____

PARCEL ID#: _____ LAND LOT: _____ DISTRICT: _____

CONDITIONAL USE PERMIT REQUEST

CURRENT ZONING: _____ CURRENT LAND USE: _____

PROPOSED LAND USE: _____

DESCRIPTION OF USE (ex.: number of employees, details of operation, etc.): _____

CERTIFICATION OF OWNERSHIP

I hereby certify that I am the owner of the property shown on the attached plat, described in the attached legal description, and identified as follows: _____

Type or Print Owner's Name

Sworn and subscribed before me this
____ day of _____, _____

Owner's Signature

Notary Public

Date

Commission Expires

(Seal)

POWER OF ATTORNEY (if owner is not the applicant)

Applicant states under oath that: (1) he/she is the executor or Attorney-in-fact under Power-of-Attorney for the owner (attach a copy of Power-of-Attorney letter); (2) he/she has an option to purchase said property (attach a copy of the contract); or (3) he/she has an estate for years which permits the petitioner to apply (attach a copy of lease).

Type or Print Owner's Name

Sworn and subscribed before me this
____ day of _____, _____

Owner's Signature

Notary Public

Date

Commission Expires

(Seal)

Type or Print Applicant's Name

Applicant's Signature

Date

ATTORNEY / AGENT

CIRCLE ONE: Attorney Agent

Type or Print Attorney / Agent's Name

Attorney / Agent's Signature

Address

Phone Number

Email Address

AUTHORIZATION TO INSPECT PREMISES

I/we _____ am/are the owner(s) of the subject property, which is the subject matter of this application. I/we authorize the City of Clarkston to inspect the premises, which is the subject of this request for a Conditional Use Permit.

Type or Print Owner's Name

Owner's Signature

Date